

# **INSTRUCTIONS**

## **CFS-429**

### **Purpose**

The CFS-429 form is utilized annually to verify the child's continued eligibility for a special subsidy and to project the type and amount of special subsidy.

### **Completion**

The Adoption Specialist shall first secure the signature(s) of the adoptive parent(s). The CFS-429 form shall then be forwarded to the provider of the special subsidy. The provider shall return the completed form to the Adoption Specialist.

### **Routing**

The Adoption Specialist shall have a copy made of the CFS-429 form. The original shall be forwarded to Adoption Services, Central Office. The CFS-425 form and CFS-427 form shall accompany the CFS-429. A copy of the CFS-429 shall be retained in the case record permanently.